

# Budgeting in STAARS (State of Alabama Accounting and Resource System)

Presented To: All Agencies

Presented On: June 23, 2015

Presented By: Ann Franklin, EBO



#### Agenda

- Budgeting in STAARS: Overview
- STAARS Budgeting Features
- Budget Requests
- Operations Plans
- Operation Plan Revisions
- Performance Measures (QPR)



### **Budgeting in STAARS: Overview**

- STAARS Budgeting
  - Central Budgets (Old CAS Level)
    - Budget Requests
    - Operations Plans
    - Operation Plan Revisions
    - Performance Measures (QPR)
- STAARS Financial
  - Departmental Budgets (Old AFNS Level)



### STAARS Budgeting Features

- Budgeting salaries and benefits
- Electronic approval and workflow
- Integration with STAARS Financial System
- Integration with GHRS / STAARS Personnel



## Time Frame – Operation Plans

- Operation Plans for FY 2016
  - Immediately following passage of an appropriation bill
  - Limited time for submitting to EBO
  - Using current Operation Plan application



### Time Frame – Budget Requests

- Budget Requests for FY 2017
  - Immediately following operation plan submission
  - Limited time for submitting to EBO
  - Using new STAARS Budgeting Application
  - Targeted training in August/September



# Budget Requests



#### Budget Request by Function – Header

Edit Budget Request	Expenditures	Source of Funds	Position Ch	ange Results	Other Perso		
Notify							
Expand All   Collapse A	<u>II</u>						
Budget Request D	etails 🚺 ——						
* Request Code: 01	0_917_0589_010	00_1 * Name:	Finance	, Fiscal Mgmt,	Le		
* Stage: 1	•	[ Ranking ]	Tvpe: 4				
Ma	ance, Fiscal nagement, Legal	A Ranking	_				
	rvices, General nd, Legal Division	Current Ra	nk:		0		
☐ Reason For Chang	Reason For Change						
□ Budget Request In	formation —						
□ Dimensions [i]							
Department:	010 Finance	Appropr	riation Unit:	1030 Legal Division			
Fund:	0100 St Gen Fund						
Function:	0589 Legal Serv						
Appropriation Class:	917 Fiscal Manageme						



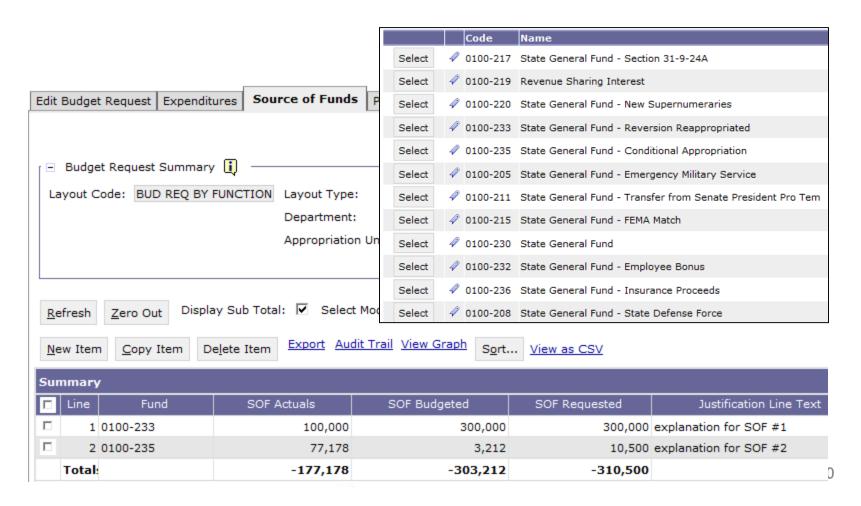
# Budget Request by Function – Expenditures (Form 5)

Edit Budget Request	Expendit	ures S	ource of Funds	Position Change Res	sults Other	Personnel Info	Position Changes	Document	Management			
		<b>™</b>										
Budget Request	Summary	<u> </u>										
Layout Code: BUD	D REQ BY FU	INCTION	Layout Type:	Generic ▼	R	equest Code:	010_917_0589	0_0100_1	Request Name:	Finance, Fiscal Mgmt, L	e Stage:	1
			Department:	010	F	unction:	0589					
			Appropriation (	Unit: 1030	F	und:	0100					
					А	ppropriation Cla	ss: 917					
Refresh Zero Ou	ıt <u>U</u> pdate	Preload	Display Sub To	otal: 🗹 Select Mod	del: ▼							
New Item Copy I	Item Del	ete Item	Export Impor	t <u>Audit Trail</u> <u>View G</u>	Sort	View as CSV						
Summary												
Line Budget (	Object 1 1	PY1 A	ACTUALS	CUR BUD	CY OPS PLA	AN CHANGE B	R CUR BUD UPDTD	REQUE	STED AMOUNT	BR TOTAL REQUESTED	Justi	fication Line Text
□ 1 0104	E		123,116	220,157		1,050	221,207	7		0 225,000	explanation	on for salaries
□ 2 0201	E		49,062	77,955		400	78,355	5		0 80,000	explanation	on for benefits
□ 3 0300	E		5,000	5,100		100	5,200	ס	5,50	5,500	explanation	on for travel
Totals			177,178	303,212		1,550	304,762	2	310,50	310,500		

CUR BUD	CY OPS PLAN CHANGE	BR CUR BUD UPDTD	REQUESTED AMOUNT	BR TOTAL REQUESTED
220,157	1,050	221,207	0	225,000
77,955	400	78,355	0	80,000
5,100	100	5,200	5,500	5,500
303,212	1,550	304,762	5,500	310,500



## Budget Request by Function – Source of Funds (Form 5)





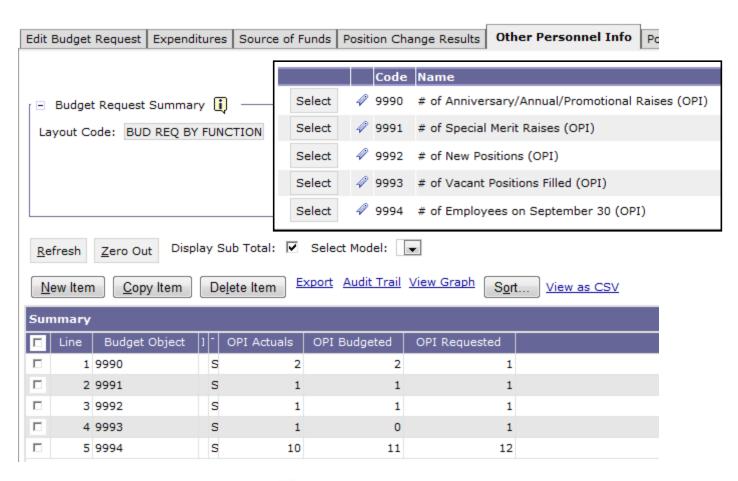
## Budget Request by Function – Position Changes (Forms 5 & 6)



Funding Start Date	Funding End Date	FTE	Count	Salary Percentage	Benefit Percentage	Calculated Salary	Current Salary	Cost
10/01/2016	09/30/2017	1	1	100	100	65,000.000004	65,000	65,000.000004
								65,000.000004

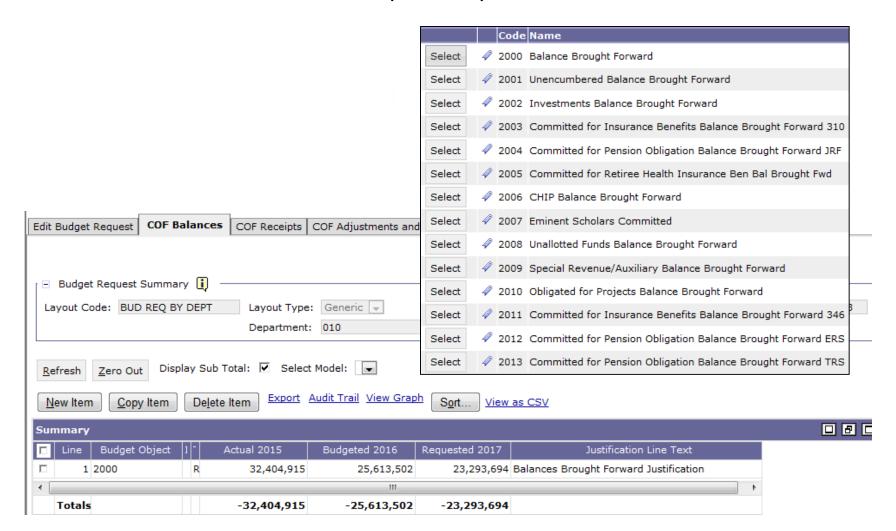


#### Budget Request by Function Other Personnel Information (Form 6)



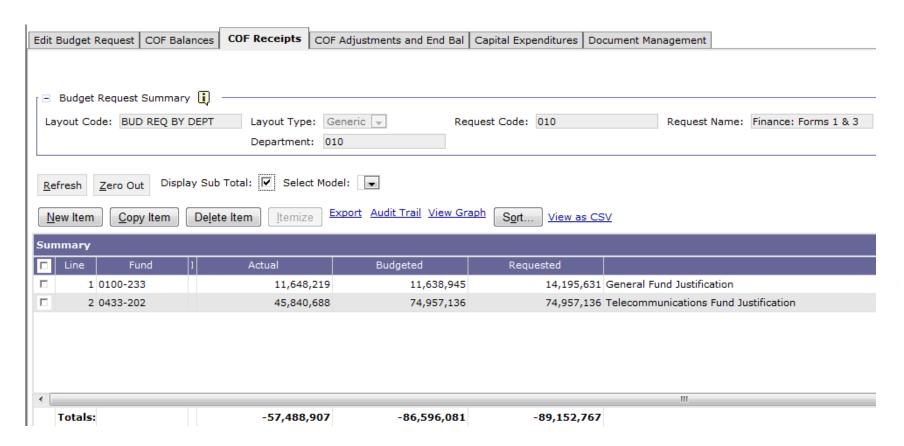


#### Budget Request by Department Condition of Funds - Balances (Form 1)



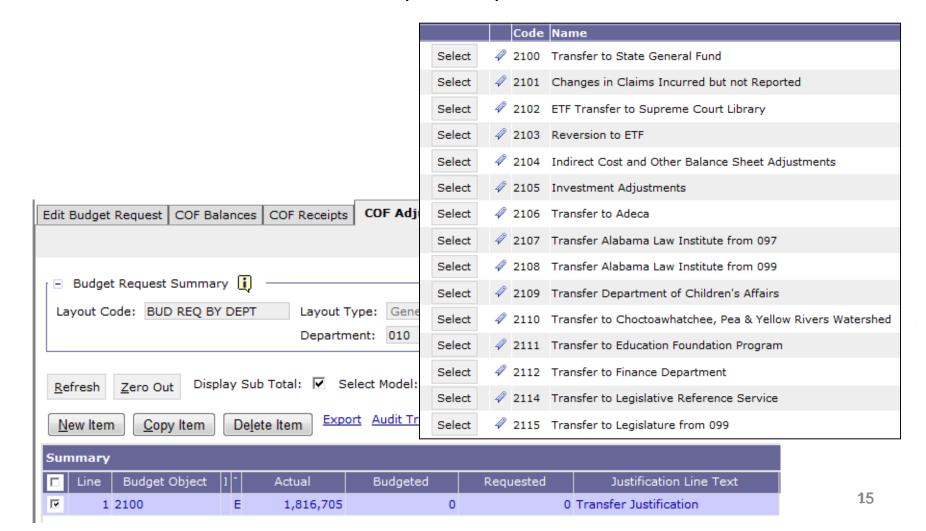


#### Budget Request by Department Condition of Funds - Receipts (Form 1)





# Budget Request by Department Condition of Funds – Adjustments/Ending Balance (Form 1)





#### Budget Request by Department Capital Expenditures (Form 3)

Edit Budge	t Request   C	COF Balances CO	F Receipts   COF A	djustr	nents and End Bal Ca	pital Expenditures	Document Management	
■ Budget Request Summary  Layout Code: BUD REQ BY DEPT  Layout Type: Generic   Request Code: 010  Request Name:  Department: 010								
Refresh  New Iter	Refresh Zero Out Display Sub Total: ✓ Select Model: ✓  New Item Copy Item Delete Item Itemize Export Audit Trail View Graph Sort View as CSV							
Summary		Bejete ke	itemize			<u> </u>	<u> </u>	
Line	Fund	Appropriation Class	Budget Object	1 1	Capital Expenditures	Just	ification Line Text	
□ 1	0100	917	1200	FΕ	123,6	50 Capital Outlay Just	ification	
□ 2	0100	917	1300	FE	82,3	16 Tranportation Equip	oment Justification	
□ 3	0100	917	1400	FΕ	2	50 Other Equipment Ju	ustification	
Totals	5				206,2	16		



#### **Budget Request Packet**

Report ID: ABUD-REQ-001 State of Alabama Run Date: 04/08/2015 **Error Page** Run Time: 04:53 PM Department: 010-Finance Actual Budgeted Requested Form 5 and Form 2 2015 2016 2017 Expenditures 3,587,757 5,272,435 Source of Funds 150,000 150,000 150,000 Form 5 Expenditures match Source of Funds Mismatch Mistmatch Mistmatch Form 1 Total Expenditures 3,587,757 5.272.435 Form 1 Expenditure matches Form 5 Ok Ok Ok Balance Unencumbered 60,800 -3,490,957 -8,748,392 Form 3 Capital Outlay 3,000 40.000 7,500 Capital Expenditure (Form 5) 100,000 60,000 40,000 Form 3 Capital Outlay matches Form 5 Mismatch Mismatch Mismatch Form 6 TOT FTE 7.5 FTE 11 11 11 Form 6 FTE matches Form 5 Mismatch Mismatch Mismatch Personnel Costs 2,268,157 2,243,295 Salary 517,090 512,070 127,873 Form 6 Salary matches Form 5 Mismatch Mismatch Mismatch Error Check Form 5 Form 2 Form 1 Form 3 Form 6



#### **Budget Request Packet**

Report ID: ABUD-REQ-001

EBO Form No.5

Run Date: 4/14/15 Run Time: 11:03:00 PM State of Alabama Agency Budget Request

#### **Appropriation Class Summary**

Department: 004 - Conservation & Nat Resources

Appropriation Class: 312 - Outdoor Recreation Sites/Serv

	Actual	Budgeted	Requested	Increase (	Decrease)
Object Category	Expenditures	Expenditures	Total	From Pr	ior Year
	2015	2016	2017	Amount	Percent
TOT FTE - Total Full Time Equivalent	0.00	0.00	302.00	0.00	
0100 - Personnel Costs	13,219,750	15,269,047	7,528,519	(7,740,528)	-50.69%
0200 - Employee Benefits	5,277,046	6,090,241	3,529,082	(2,561,159)	-42.05%
0300 - Travel-In State	41,255	35,000	44,000	9,000	25.71%
0400 - Travel-Out of State	12,322	12,000	14,000	2,000	16.67%
0500 - Repairs and Maintenance	3,557,632	2,533,331	2,033,331	(500,000)	-19.74%
0600 - Rentals and Leases	289,239	329,490	329,490	0	0.00%
0700 - Utilities and Communication	5,673,417	5,200,000	5,800,000	600,000	11.54%
0800 - Professional Fees and Services	1,631,558	1,380,520	1,605,520	225,000	16.30%
0900 - Supplies, Materials, and Operating Expenses	6,286,781	6,717,568	6,317,568	(400,000)	-5.95%
1000 - Transportation Equipment Operations	1,018,680	984,520	1,059,520	75,000	7.62%
1100 - Grants and Benefits	2,473	5,000	5,000	0	0.00%
1200 - Capital Outlay	1,268,729	0	0	0	
1300 - Transportation Equipment Purchases	589,007	645,000	450,000	(195,000)	-30.23%
1400 - Other Equipment Purchases	392,466	622,154	292,154	(330,000)	-53.04%
1600 - Miscellaneous	4,223,072	6,521,694	4,504,968	(2,016,726)	-30.92%
Total Expenditures	43,483,427	46,345,565	33,513,152	-12,832,413	-27.69%
Fund No. Source of Funds					
0308-201 - State Parks Fund	1,443,351	2,821,694	804,968	(2,016,726)	-71.47%
0308-503 - State Parks Fund - Cigarette Tax	2,765,925	3,000,000	3,000,000	0	0.00%
0308-504 - State Parks Fund - Sales Tax Discount - Act 20	5,000,000	2,422,583	2,422,583	0	0.00%
0430-201 - State Parks Revolving Fund	34,274,149	38,101,288	27,285,601	(10,815,687)	-28.39%
Total Source of Funds	43,483,425	46,345,565	33,513,152	-12,832,413	0.00%



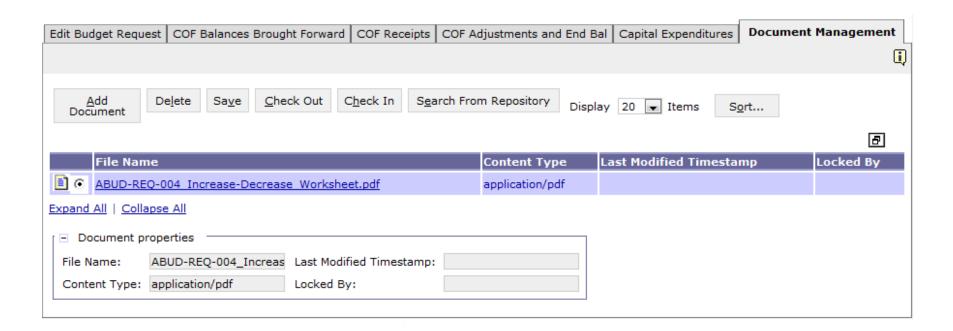
## Increase/Decrease Worksheet

#### Department of Finance Increase/Decrease Worksheet FY 2017

	General Fund	ETF	Earmarked Funds	Total
FY 2016 Budgeted Expenditures	10,721,013	0	155,704,030	166,425,043
0100 - Personnel Costs	-970,977	0	-1,233,196	-2,204,173
0200 - Employee Benefits	-357,081		-168,967	-526,048
0300 - Travel-In State	0		-3,500	-3,500
0400 - Travel-Out of State	1,500		23,000	24,500
0500 - Repairs and Maintenance	-28,000		1,995,663	1,967,663
0600 - Rentals and Leases	14,000		503,102	517,102
0700 - Utilities and Communication	0		2,621,622	2,621,622
0800 - Professional Fees and Services	-3,582,388		3,767,651	185,263
0900 - Supplies, Materials, and Operating Expenses	-67,000		2,267,170	2,200,170



## Budget Request by Department Document Management





# Operations Plans

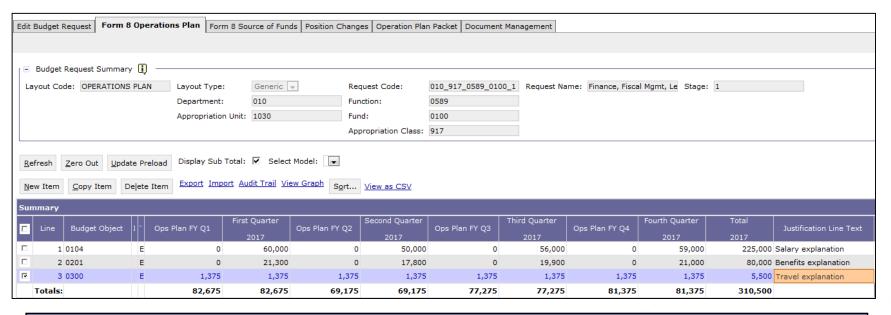


## **Operations Plans**

- Initial Forecast of Salary and Benefits
- One data entry form that contains:
  - o Form 8
  - o Form 9



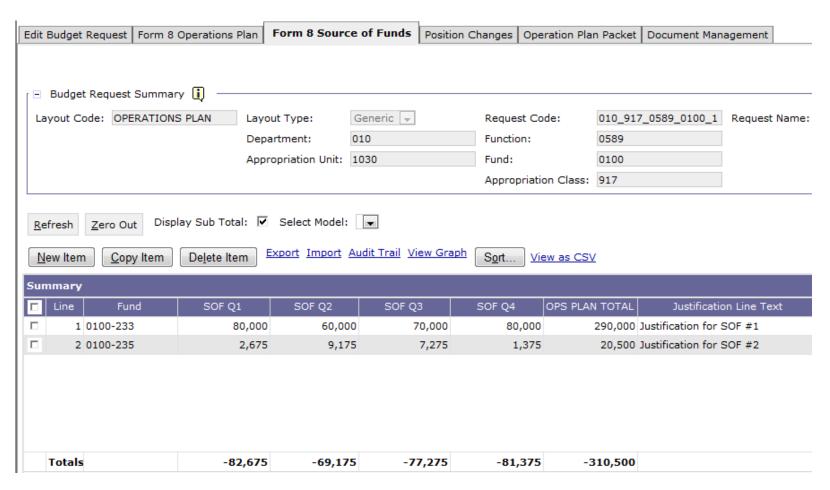
#### Operations Plan – Form 8 Expenditures



Budget Object	Ops Plan FY Q1	First Quarter 2017	Ops Plan FY Q2	Second Quarter 2017	Ops Plan FY Q3	Third Quarter 2017	Ops Plan FY Q4	Fourth Quarter 2017	Total 2017
0104	0	60,000	0	50,000	0	56,000	0	59,000	225,000
0201	0	21,300	0	17,800	0	19,900	0	21,000	80,000
0300	1,375	1,375	1,375	1,375	1,375	1,375	1,375	1,375	5,500
	82,675	82,675	69,175	69,175	77,275	77,275	81,375	81,375	310,500



#### Operations Plan – Form 8 Source of Funds





#### Document Management

**Document Management** 

- Program Change
- Operation Plan Packet (pdf format)
- Justification at beginning of year
- Drawdown Schedules (GF & ETF)



# Operations Plan Revisions

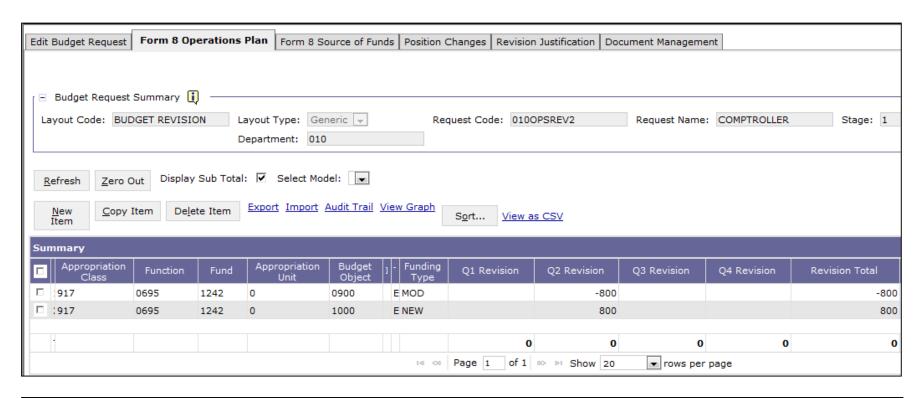


#### **Operations Plan Revisions**

- Agencies will be required to use the STAARS Budgeting System to enter Operations Plan Revisions
- Workflow and Approvals will be electronic
- 101 Forms are generated through a report (Excel report)



#### Operation Plan Revision – Form 8



Appropriation Class	Function	Fund	Appropriation Unit	Budget Object	1	Funding Type	Q1 Revision	Q2 Revision	Q3 Revision	Q4 Revision	Revision Total
917	0695	1242	0	0900		E MOD		-800			-800
917	0695	1242	0	1000		E NEW		800			800



## Top Portion of Form 101

Report ID:

ABUD-MOD-002

State of Alabama

EBO Form 101 Run Date:

5/13/15

Run Time: 5:50:13 PM

Department Number:	010 - Finance		
Revision Number:	330		
Date:	5/13/15		

Request is hereby made for a revision to the Fiscal Year 2017 allotment and/or appropriation for the 010 - Finance

#### Justification

sample text for revision justification

#### 3rd Quarter (Current Quarter) Allotment Revision

Fund:	0100	1138
Appropriation Class:	917	917
Appropriation Unit:	1000	0
Amount	18,494	200



#### Bottom Portion of Form 101

Fund:	0100	1138
Appropriation Class:	917	917
Appropriation Unit:	1000	0
Amount	18,494	200

#### **Appropriation Revision**

Fund:	0100	1138
Appropriation Class:	917	917
Appropriation Unit:	1000	0
Supplemental appropriation from State General Fund Act No.		
2. Supplemental appropriation from ETF Act No.		
3. Departmental Receipts		
4. Federal Receipts		
5. Special Act No.		
6. Transfer		
7. Proration		
8. Other		
9. Reversion Reappropriation		
10. Program Change		
Total 1-10 Above		
Total Appropriation Revision	73,794	400



# Performance Measures (QPR)



## Performance Measures (QPR)

- FY 2015 Quarter 4 Actuals will be entered in the current application.
- FY 2016 Mission, Vision, Goals, Objectives and Targets set up will be entered in the current application.
- FY 2016 Quarter 1 Actuals will be entered into the STAARS application.
- Going forward the STAARS application will be used.



#### **Q4** Performance Actuals Form

Edit Budget Request   QPR Q4 Actuals   Questions   Document Management												
Status Details												
□ Budget R	☐ Budget Request Summary 🚺 ———————————————————————————————————											
Lavout Code	Layout Code: OPR Q4 ACTUALS Layout Type: Generic ▼ Request Code: 76 Request Name:											
,	Q. 11 Q. 11 Q.											
		Organ	ization: 010									
561		I Displa	y Sub Total:									
<u>R</u> efresh <u>Z</u>	ero Out <u>U</u> pda	ite Preload Displa	ly Sub Total:									
		F	. A Jik Tii									
New Item	Copy Item	Delete Item Expor	t Audit Trail Sort \	/iew as CSV								
Summary												
☐ Line	Line PM Obj PM CY Q4 TARG Quarter 4 Actuals PM CY AN TARG Annual Actuals Justification Line Text											
□ 1	01001	8	86	0								
□ 2	01002	(	)	100	100							
□ 3	01003	80	70	0								
Totals:		165	156	100	100							

Edit	Budget Request   QPR Q4 Actuals   Questions   Document Management
	New Item
	*Section Title Section Content
	How have policy decisions and budget determinations made by the governor and legislature in the fiscal year 2013-2014 affected your agency in meeting desired accomplishments and services?
	What administrative improvements did your agency make in fiscal year 2014-2015 and what potential improvements do you for see for future years? Include suggested changes in legislation or administrative procedures which would aid your
Go to	top of page



#### Quarterly Performance Report (QPR)

STAARS-QPR-0001 Report ID:

Report Date: 4/8/15

Report Time: 2:18:36 PM

State of Alabama Quarterly Performance Report Page 1 of 3

#### Department: 010 - Finance

Mission: Provide innovative, resourceful leadership and service in financial management and operational support in order to advance the Governor's mission of restoring trust in state

Vision: Protect the financial interests of Alabama and effectively administer and support the financial and administrative needs among all divisions of the Department of Finance.

#### **Annual Goals**

1	Reduce the Number of State Vehicles
2	Track the Number of Buying Events in the Purchasing Division
3	Number of Agencies, Boards, and Commissions Served

#### Quarterly Objectives and Targets

	quartony objectives and rangete											
	First Quarter Second Quarter Third Quarter Fourth Quarter Annual							nual				
	Unit of Measure	Goal	Target	Actual								
Number of Vehicles Insured	#	1	90	95	95		100		85	86		0
Number of Buying Events	#	2	0	0			70			0	100	300
Number Agencies, Boards, and Commissions Served	#	3	50	50	60		70		80	70		0



# Security and Workflow Worksheet



### **User Identification Tab**

STAARS						User Identification							
and and a second second	ser who will be using information, this will		, please enter the follo the user profile.	wing information. Th	e first line is provided	as an example.		PART AN	elements shou List all values, s				
gency#	User ID (auto-filled)	First Name	Last Name	Phone Number	Email Address	Performance Measures Admin?	Reporting User?	Funds	Appropriation Classes	Appropriation Units	Functions		
4.0	john.doe	John	Doe	555-555-5555	idoe@al.gov	Х		0433, 0435	0424, 0916	0001, 0002	0582, 0583		



#### Workflow for Forms

## **Workflow for Forms**

In the table below, select the form from the drop down menu and enter who will be submitting the form and approving the form. Please use the user IDs generated on the User List tab.

Form	Submitter User ID	1st Approver User ID	2nd Approver User ID
Budget Request - Department Level - Forms 1 & 3	john.doe	jane.doe	james.doe
	10		



#### REMINDERS

- Timing is critical for return of Operations Plans and Budget Requests
- Training is planned for the months of August and early September
- Training notification will be coming shortly from STAARS
- Please return the Security and Workflow Form no later than July 10th



#### **Contact Information**

Executive Budget Office (334) 242-7230

Ask for Ann Franklin or LaTaya Lucas

<u>Ann.franklin@budget.Alabama.gov</u>

LaTaya.Lucas@budget.Alabama.gov